



*We create joy in discovery, foster inclusion, and promote knowledge by providing innovative experiences, spaces, and services*

## REGULAR BOARD MEETING MINUTES

WEDNESDAY, JANUARY 24, 2024

CITY CENTRE BRANCH, BOARD ROOM, COQUITLAM, BC

Board Photos 4:45 pm - Room 127 | Dinner 5:30 pm | Presentation 5:45 pm | Meeting 6:00 pm

### Present:

Jackie Gorton (Chair)

Raymond Lee (Vice Chair)

Steve Leung (Treasurer)

Fiona McQuarrie (Trustee)

Neal Nicholson (Trustee)

Kimberly Sivak (Trustee)

Cindy Mark (Trustee)

Monica Heir (Trustee) [virtual]

Anthea Goffe (Executive Director)

Gordana Rauski (Director Operations)

Ryan Jamieson (Deputy Executive Director)

Lily Vukasovic (Minute Taker)

Regrets: None

Guests: Rachel Burke, Manager E-Branch & Collections

Presentation: Digital Resources, Director Rauski, Manager Burke

### Agenda Item

1. Call to order (6:05 pm) [ED Goffe]

2. Approval of Agenda

#### #01 Approval of Agenda

**Moved by Trustee Leung**

**Seconded by Trustee Nicholson**

**Carried**

3. Land Acknowledgement (standing item)

*'We acknowledge with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmin̓əm̓ (HUN-kuh-MEE-num) word kʷikʷəłəm (kwee-KWET-lum) meaning "Red Fish Up the River". The Coquitlam Public Library is honoured to be located on the kʷikʷəłəm traditional and ancestral lands, including those parts that were historically shared with the q̓íc̓ əy' (kat-zee), and other Coast Salish Peoples.'*

4. Introduction of New Trustee, Reappointed Trustees

- Fiona McQuarrie, New Trustee
- Matt Djonlic, City Councillor, Reappointed
- Jacqueline Gorton, Reappointed
- Cindy Mark, Reappointed
- Neal Nicholson, Reappointed

5. Committee Structure Overview [ED Goffe]

- Reviewed

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evaluate level of success

**#02 Motion to approve the closure of the Poirier Branch for one full Friday in Q2 2024 to allow for a CPL staff mini-conference**

**Moved by Trustee Nicholson**

**Seconded by Trustee Djonlic**

**Carried**

10. Approval: 2024 Budget [Approved] [ED Goffe]

**#03 Motion to approve 2024 Budget**

**Moved by Trustee Leung**

**Seconded by Trustee Lee**

**Carried**

11. Information: 2024 Board Meeting and Reporting Schedule [ED Goffe]

- **ACTION: Move Board Council Social Event to the Fall**

12. Information: Director's Report, January 2024 [ED Goffe]

- **ACTION: Report progress of the new Payroll System coming in June/July to the Board**

13. Information: Library Link Launch, Feb 6, 2024, 3:00 pm – 5:00 pm [ED Goffe]

**#04 Motion to approve Consent Agenda**

**Moved by Trustee Sivak**

**Seconded by Trustee Nicholson**

**Carried**

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## **CONSENT AGENDA**

### **Board Minutes, Committee's and Reports:**

14. Regular Board Meeting Minutes, November 22'23

15. 2023 – Action Issue Log [FINAL]

16. 2024 – Action Issue Log

### **Executive Director's Monthly Reports**

17. Information: Risk Register 2024

18. Information: Annual Review – Policy 1.03 Board Code of Conduct [ED Goffe]

19. Approval: 2024 – Signing Officers (if changes needed) [ED Goffe]

### **Other Meeting and Representative Reports**

20. Cultural Services Advisory Committee Representative [n/a]

21. InterLINK Representative Report [n/a]

22. InterLINK 2024 Budget FAQs

23. InterLINK 2024 Provincial Budget

### **Documents, Reports, Correspondence**

24. Donor Thank You Letter for Maxine Wilson

25. CAO Foundation Donation Letter

26. Spanish Book Fair Feedback

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27. Action items arising from Consent Agenda